Administration for Children and Families

Office of Refugee Resettlement

Preferred Communities (PC) Program
HHS-2016-ACF-ORR-RP-1116
Application Due Date: 08/01/2016

Preferred Communities (PC) Program
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Department of Health & Human Services
Administration for Children and Families

Program Office:	Office of Refugee Resettlement
Funding Opportunity Title:	Preferred Communities (PC) Program
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Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

Executive Summary

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) announces the availability of funds and award procedures for fiscal year 2017 under the Preferred Communities (PC) Program. The twin goals of the PC Program are:

1. The successful resettlement and integration of especially vulnerable refugees (and other ORR client populations); and
2. The enhancement of PC service providers' capacity to serve such populations at new or established PC locations.

ORR aims to achieve these goals by awarding grants, under cooperative agreements, to well-qualified refugee service providers that operate, under cooperative agreements with the Department of State (DOS) and/or the Department of Homeland Security (DHS), to offer a range of reception and placement (R&P) services to refugees and other ORR client populations through a network of multiple resettlement locations across the United States. While R&P services effectively support many newly arriving refugees in their initial resettlement phase, an increasing number of especially vulnerable individuals still have difficulty navigating systems and attaining self-sufficiency. With limited material and human resources, agencies in turn find it challenging to deliver the specialized supporting services necessary for such individuals. By providing PC funds, ORR intends to facilitate the enhancement of PC Programs' ability to place vulnerable refugees in areas where they are most likely to achieve self-sufficiency, and to offer specialized services after the completion

of R&P services. The enhanced capacity of PC Programs to afford especially vulnerable refugees access to specialized services, such as intensive case management, is intended to result in these refugees' attainment of self-sufficiency in their vulnerable life areas, which may include medical disabilities, trauma, and lack of access to supporting services.

I. Program Description

Statutory Authority

Immigration and Nationality Act §412 (c)(1)(A), 8 U.S.C.§1522 (c)(1)(A).

Description

PREFERRED COMMUNITIES (PC) PROGRAM OVERVIEW

Background

The Office of Refugee Resettlement (ORR) provides newly arriving refugees and other eligible immigrant populations with the opportunity to maximize their potential in the United States. During their initial resettlement period, refugees receive R&P services from a network of resettlement agencies at diverse locations across the United States. While R&P services (funded under cooperative agreements with DOS and DHS) effectively support many newly arriving refugees in their initial resettlement phase, an increasing number of especially vulnerable individuals still have difficulty navigating systems and attaining self-sufficiency. Their prolonged displacement in refugee camps or survival on the fringes of society as "urban refugees" with inadequate access to sanitation, food supplies, and health care services results in malnutrition, infectious diseases, and chronic conditions. Furthermore, most refugees have experienced varying levels of trauma, which can impact mental health, further affecting their ability to reach self-sufficiency and to integrate successfully in their new communities. With limited material and human resources, refugee service providers in turn find it challenging to deliver the specialized supporting services necessary for such individuals. ORR intends to address the service and capacity gaps affecting both service providers and their refugee clients by providing funds under the PC Program to complement R&P services with intensive case management. By providing funds under the Program, ORR intends to increase access to intensive case management by especially vulnerable refugees, and simultaneously to facilitate the enhancement of PC Programs' ability to place vulnerable refugees in areas where they are most likely to achieve self-sufficiency, and to offer specialized services.

The PC Program supports the resettlement of especially vulnerable refugee groups at resettlement sites that PC service providers designate as "Preferred Communities." The term refers to locations that offer excellent opportunities for the integration and resettlement of the most vulnerable newly and recently arrived refugees. PC sites offer these refugees the opportunities to overcome barriers to integration, which include, but are not limited to, limited English proficiency (LEP), medical conditions and disabilities, lack of psychosocial support, and trauma. Using PC funds to implement specialized projects for refugees with special needs, the service providers concurrently are supported in their development of new programming strengths and/ or in the enhancement of organizational capacity in resettlement locations where refugees may not have been placed previously.

Goals, Objectives, and Scope of the PC Program

The twin goals of the PC Program are the successful resettlement and integration of especially vulnerable groups of newly and recently arrived refugees (and other ORR client populations); and the enhancement of PC providers' capacity to serve such populations at new or established PC locations.

The PC Program encompasses a comprehensive approach for refugee self-sufficiency and integration with the following four objectives:

1. To Facilitate Refugee Self-Sufficiency: To facilitate the achievement of self-sufficiency of especially vulnerable refugee populations with special needs.

Allowable Activities:

These include, but are not limited to:

- Providing intensive case management for a fixed term to especially vulnerable refugees who face difficulty in gaining access to supporting services; for further details refer to *Section I. PC Program Requirements.*
- Holding extended cultural orientation on navigating systems in the U.S. Possible topics may include, but are not limited to: navigating the healthcare system; living with disabilities including Human Immunodeficiency Virus (HIV); resources for survivors of domestic violence (DV) and Gender-Based Violence (GBV); emotional wellness; and Lesbian, Gay, Bisexual, and Transgender (LGBT) health;
- Providing interpretation and transportation assistance during medical appointments; and
- Ensuring PC clients' access and linkages to culturally and linguistically appropriate services. For further details refer to *Section I. PC Program Requirements.*

2. To Support Service Providers: To support, through the use of pass-through funds to affiliates and implementing partners, the development of PC Programs' capacity to assist special-needs refugee clients who require intensive case management.

Allowable Activities:

These include, but are not limited to:

- Assessing and Selecting Locations: The assessments of sites are intended to result in the provision of culturally and linguistically appropriate services at PC implementing sites, and in agencies' enhanced capacity to provide such services for vulnerable refugees.
- Monitoring and Providing Training and Technical Assistance: PC Programs will undertake to monitor and provide training and technical assistance to PC personnel at implementing sites, ensuring their enhanced ability to provide specialized case management services as required by their special-needs clients.

3. To Provide Resources: To provide resources for PC Programs to develop new capacity for placement and to cover the costs of changing community placements so that refugees, including those with special or unique needs, are resettled in particular sites where they will have optimal chances of attaining self-sufficiency and of integrating in their new communities.

Allowable Activities:

These include, but are not limited to:

- Engaging in Outreach and Collaboration: Engaging with multiple, mutually supportive service providers and other stakeholders at the national, state, and local levels.
- Administering Project Implementation: The PC Programs will oversee all activities associated with implementation of the Program at participating sites. Such oversight will include, but is not limited to, monitoring project activities, providing training and technical assistance, maintaining oversight of federal funds, and reporting program progress to ORR to the extent authorized by the Office of Management and Budget (OMB). For further details, please refer to *Section I. Post-Award Requirements: Program Performance Monitoring and Evaluation.*

At the local implementing site level, activities will include, but are not limited to, the following:

- Providing Intensive Case Management: PC site activities will focus on intensive case management services appropriate for especially vulnerable refugee populations and on the supporting social services needed to manage increased placements across resettlement sites. The case management activities include those linked to both in-house direct services and appropriate referrals to external service providers to address clients' unmet needs. Services may be grouped under the various categories of assistance, such as health and medical interventions; mental health interventions; and social adjustment services. They include, but are not limited to, facilitating access to specialized medical care for refugees with identified health conditions (including HIV); assisting disabled clients to access physical therapy; training in development of independent living skills; facilitating options for appropriate housing; providing cultural orientation and social skills; linking PC clients to mental health services, such as those for coping with the traumatic experiences of war; providing focused assistance to LGBT refugees; disseminating information on DV and GBV to vulnerable women and families; pairing special-needs refugees with volunteer mentors; and assisting young refugee adults who lack family support.
- Collaborating and Coordinating with Other Local Service Providers: These efforts will ensure that PC clients are enrolled at the appropriate sites that are well-placed to serve them, regardless of the agency that initially resettled them.
- Incorporating Initiatives to Expand and Enhance Organizational Capacity: Such activities include increasing local staff and the coordination of volunteers to provide specialized services. Agencies can choose to include an optional component of working with the Corporation for National and Community Service (CNCS) to implement the Refugee AmeriCorps Initiative, allowing PC staff at implementing sites to be qualified as AmeriCorps members. These PC staff can be involved in providing direct services and in organizational capacity building activities. If such an option is pursued, agencies must first obtain approval through CNCS.

4. To Support Resettlement Communities: To alleviate the impact of increased or unanticipated arrivals in communities where state formula funds have not been allocated or

are inadequate.

Allowable Activities:

These include, but are not limited to:

- Providing Remote Intensive Case Management: This mechanism would allow for the ORR-approved delivery of services to PC clients who move to underserved locations.
- Expanding Organizational Capacity: Agencies may use approved PC funds to expand staff capacity allocated to the PC Program.
- Planning and Coordinating with Community Partners: Agencies may choose to collaborate with and tap into existing community resources and providers to provide a holistic and comprehensive service package for clients to ensure successful integration.
- Addressing Service Gaps: PC activities may include identifying gaps in services available to vulnerable refugees and preparing a response.

PC Site Selection

ORR uses the term "Preferred Communities" to refer to localities that offer excellent opportunities for refugees with special needs to achieve self-sufficiency in their identified area/s of vulnerability. PC sites are selected based on their ability to meet the goals of the PC Program, namely the successful resettlement and integration of especially vulnerable refugees (and other ORR client populations); and the enhancement of PC service providers' capacity to provide specialized services to those refugees. They may be established and successful resettlement sites or new locations showing increasing or unanticipated refugee arrivals. PC sites generally possess most, if not all, of the following features:

- a history of low welfare utilization by refugees;
- a moderate cost of living;
- excellent employment opportunities in a strong, entry-level labor market;
- affordable housing and accessible transportation;
- low secondary out-migration rates for refugees;
- communities that meet the cultural and social needs of arriving populations;
- local community support for and receptiveness to refugees;
- diverse and supportive school environments; and
- other related community features that contribute to a favorable quality of life for newly arriving refugees, such as excellent medical facilities.

To support the resettlement of refugees in communities where they will have the best opportunities for integration and to provide services for populations with special or unique needs, in their proposals PC Programs describe a plan that is national in scope and identifies specific sites at which they propose to implement PC projects during the first budget period. While most PC sites tend to have a history of successful refugee placement, new locations where refugees may not have been placed previously are occasionally necessary. Each PC Program's PC site plan is approved by ORR through the award process, and any proposed subsequent changes to the plan must be approved by ORR and OGM after consultations with respective local and national stakeholders.

PC PROGRAM REQUIREMENTS

Partnership Agreements

ORR requires PC Programs to have existing cooperative agreements with DOS and/or DHS to provide R&P services that are national in scope .

Eligible Clients

To qualify for PC-funded services, individuals are required to meet three essential criteria. They must: i. hold refugee status as defined below; ii. be deemed in need of intensive case management services by virtue of belonging to the especially vulnerable groups described below; and iii. have been in the United States for no longer than 5 years.

i. Persons deemed eligible for Refugee Resettlement Program benefits: (see 45 CFR § 400.43(a) (1)-(6) or statutory provisions cited below) include:

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA).
2. Refugees admitted under § 207 of the INA.
3. Asylees whose status was granted under § 208 of the INA.
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2
   a. Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided;
   b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
   c. A national of Cuba or Haiti who is the subject of removal, deportation, or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
   d. A national of Cuba or Haiti who has an application for asylum pending with the Department of Homeland Security (DHS)/United States Citizenship and Immigration Services (USCIS) or Department of Justice (DOJ)/ Executive Office for Immigration Review (EOIR) and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered
5. Lawful permanent residents provided the individuals previously held one of the statuses identified above. (Note that this does not refer to Amerasians who are admitted as lawful permanent residents. See #6 below.)
6. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. § 1101 note).
7. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. § 1157 note) and section 602(b) (8) of Div. F of Pub. L. 118-8, as amended (8 U.S.C. § 1101 note).
8. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. §

7105(b) (1) (A) and (C).

In addition to unaccompanied minors in the above categories, the following persons are eligible for the ORR Unaccompanied Refugee Minors (URM) Program:

1. Unaccompanied Minor with Special Immigrant Juvenile Status (SIJS) under 8 U.S.C. § 1101(a)(27)(J), who was in the custody of the Secretary of Health and Human Services at the time the dependency order was granted for such child or was receiving services pursuant to section 501(a) of the Refugee Education Assistance Act of 1980 (8 U.S.C. § 1522 note) at the time such dependency order was granted.
2. Unaccompanied Minor who has been granted U status per section 101(a)(15)(U) of the INA (8 U.S.C. § 1101(a)(15)(U)).

Detailed information on eligibility of ORR-funded projects is available at 45 § CFR 400.32 and ORR Policy Letter 16-01, which can be found on the ORR website at: www.acf.hhs.gov /programs/orr/resource/policy-letters.

The following documents are acceptable proof of refugee status during client intake and service eligibility interviews: I-94 showing admission into the U.S as a refugee; a U.S. Permanent Resident Card (USCIS Form I-551), also known as a green card; Asylum Grant Letter.

ii. Refugees deemed as especially vulnerable and in need of intensive case management include, but are not limited to, the following:

1. Refugees with special or unique needs who have migrated to underserved locations from their original resettlement communities;
2. Unanticipated refugee arrivals and secondary migrants;
3. Youth and young adults without parents or permanent guardians who have spent an unusually long period in displaced situations;
4. Single-headed refugee households;
5. Women-at-risk;
6. Elderly refugees without an adequate family support system;
7. Refugees experiencing social or psychological conditions, including emotional trauma resulting from war, DV, and/ GBV;
8. LGBT refugees; and
9. Refugees with physical disabilities or medical conditions (including HIV) that are identified as needing intensive case management.

iii. Refugees must produce documentation that they have been in the United States for less than 5 years.

ORR-funded services under the PC Program are intended to benefit refugees (including asylees and other populations defined above as eligible) who have arrived in the United States within the last 5 years. Naturalized U.S. citizens who entered as refugees are not eligible for ORR-funded services.

ORR assistance and services must be provided to refugees without regard to race, religion, nationality, sex, or political opinion.

To ensure eligibility, all individuals wishing to enroll in PC services are required to provide documentary proof of one of the statuses included in the list above, and this documentation is then included in the client's case file upon enrollment. In exceptional cases, ORR grants approval for provision of services to refugee individuals who may otherwise be ineligible for PC services, as noted below.

Enrollment Exceptions

ORR's approval of enrollment of clients under exceptional circumstances is necessary. ORR will consider PC Programs' requests for exceptions in the following circumstances.

Lapse of Eligibility Window: In the case of an exceptionally needy client who has exceeded the 5-year eligibility window for enrollment in the PC Program, ORR may approve enrollment of the individual, providing the implementing site documents the exceptional circumstances pertaining to that prospective client. ORR considers all such requests on a case-by-case basis.

Dual Enrollment in Case Management Programs: PC Programs operating in a Wilson/Fish state must work with the State Refugee Coordinator to design an array of services for refugees that do not duplicate those provided through the Wilson/Fish Program. The same stipulation applies to beneficiaries of the Matching Grant Program. However, in certain circumstances an individual who is part of a case enrolled in the Wilson/Fish or Matching Grant Program may require the specialized case management services of the PC program (for example, unexpected arrivals in a Wilson/Fish state or a child who is in need of intensive medical case management services). Such a client may be enrolled concurrently only with approval from ORR. Agencies are required to obtain ORR approval for concurrent enrollment of such clients in both programs after clearly documenting that services provided to those clients under both programs are non-duplicative.

Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS)

ORR requires the use of evidence-based case management activities that are rooted in effective best practices for serving vulnerable populations. Additionally, due to the diverse nature of the refugee population, mainstream local health and mental health providers must be engaged in implementing the National CLAS Standards. The National CLAS standards are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and healthcare organizations to implement culturally and linguistically appropriate services. More information on the National CLAS standards can be found at:

http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&;lvlid=53

Maintenance of Case Files

PC service providers will open and maintain case files for each client that are kept confidential, ideally in a file cabinet that is kept locked and can be accessed only by program staff. If a PC site is utilizing an electronic case file system, then safeguards such as limiting access to the data and encryption must be in place to protect refugee client information.

Duration of Service Period

One service period for the PC Program comprises a minimum of 6 months and a maximum of 1 year.

Service Term Limits

If, at the end of 1 year of receiving PC services, a client has not achieved desired outcomes identified in the Self-Sufficiency Plan and requires substantial further services, the PC Program must request ORR approval to re-enroll the client as a new case. Following ORR approval of that client's re-enrollment, the local implementing agency will initiate a new service period with a new client agreement and Self-Sufficiency Plan, while maintaining documentation of the previous service period under the PC Program. A client may be enrolled no more than two times in the PC Program.

Non-Duplicative Nature of Services

Case management services funded under the PC Program may not duplicate the case management services provided in other ORR programs such as the Wilson/Fish or Matching Grant Programs. Clients receiving the same types of services (such as psychosocial and adjustment services) through the Wilson/Fish or Matching Grant Programs may not be enrolled for intensive case management through the PC Program.

Client Intake Form

PC sites must maintain a Client Intake Form denoting the client's name, status under which the client arrived in the U.S., date of eligibility, date of enrollment, date of projected PC service termination, and documentation of eligibility for PC services.

Client Enrollment and Self-Sufficiency Plan

After establishing a client's need for intensive case management and enrolling the individual in the PC Program, the PC site must establish a Client Self-Sufficiency Plan with each refugee participant. The Self-Sufficiency Plan must include:

1. An identification of the specific areas of vulnerability that merit intensive case management;
2. The specific services that the client will receive under the intensive case management package;
3. The self-sufficiency goal(s) toward which the client and the agency (and, where necessary, family members) will work;
4. A description of any training or counseling that the client agrees to attend, including the type, intended duration, expected outcomes, and the provider of the program.

Self-Sufficiency

While economic self-sufficiency is the primary goal of comparable case management programs such as the Wilson/Fish and the Matching Grant Programs, client self-sufficiency is defined differently in the case of the PC Program. In light of the PC service population being categorized as especially vulnerable individuals in need of intensive case management, clients are regarded to have reached self-sufficiency when they have achieved the goals of the program service plan, found stability in life areas affected by their areas of vulnerability, and are able to live independently of agency services, through individual capacity, family support, and/or linkages to necessary community support services.

Note: The definition of self-sufficiency for the purposes of the PC Program does not change the definition of self-sufficiency as categorized under other ORR-funded programs.

Grievance and Complaint Policy Form

Upon enrollment, the client will receive a written description of the grievance and complaint policy procedures instituted by the PC service provider.

Client Confidentiality Form

Upon enrollment, the client will receive a signed form from the agency regarding protecting the identity and privacy of clients.

Case Note Log

Case workers are required to concisely record contact with, and monitor progress of, a client over time with summary notes regarding the purpose and outcomes of each contact. All documents requiring client signatures must take into consideration LEP clients. For further details, please see *Section I. Program Requirements*, *Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS)*.

Remote Intensive Case Management

Enrollment of PC clients residing outside a 100-mile service radius of a PC implementing site is not encouraged. However, in exceptional cases, such as where employment of a PC client's family member necessitates a vulnerable client moving to such a location, enrollment in remote intensive case management may be approved by ORR. ORR approval of remote case management is required even when providers have proposed such services in their applications for funding. ORR will consider whether the service plan is Specific, Measurable, Achievable, Relevant and Time-bound (SMART) and demonstrates that all required PC Program services and case management will be provided. Upon approval from ORR, additional clients may be placed at the approved location. Reporting the status of all such ORR approved long-distance PC clients is required in the semi-annual reports to the extent authorized by OMB.

Transfer of PC Clients

PC Programs must ensure the smooth transfer of services to PC clients who are migrating to locations where there is no PC provider within their respective agency's resettlement network. In such cases, the implementing site must provide the out-migrating client with contact information of the implementing partners of other PC Programs. To ensure continuity and/appropriateness of services, agencies may also choose to transfer PC clients to another PC Program's implementing site, when both providers are in agreement that the receiving agency is best equipped to provide required PC services due to special circumstances or needs. When a transfer has been arranged, the transfer status must be noted in the Case Closure Form of the transferring agency. Such transfers are to be noted in semi-annual and annual reports to the extent authorized by OMB.

Withdrawals

Clients who voluntarily cease to access PC services before the end of the service period are effectively withdrawing from the PC Program, and that withdrawal must be noted in the case

file. Similarly, if a client has reached the two-term maximum for PC services without achieving the goals identified in the Self-Sufficiency Plan during intake and assessment, the Case Closure Form must note that status and list the PC services provided. In all situations, where possible, the implementing site will notify the client in writing of the termination of PC services.

Case Closure Form

Upon completion of the PC service term, clients must receive a document indicating the closure of their case. The document will contain, at minimum, the following items:

1. A description of the PC services received and the relevant outcome/s;
2. A reminder to adjust immigration status to that of lawful permanent resident (LPR) after 1 year from the date of grant of the immigration status that made the individual eligible for ORR Services;
3. A reminder that failure to naturalize will result in the loss of Supplemental Security Income (SSI) benefits (where applicable);
4. A reminder that upon moving to a new address, the client must complete and submit a Change of Address Form AR-11 to the United States Citizenship and Immigration Services (USCIS) and a Change of Address Form with the United States Postal Service (USPS);
5. A list of ORR-funded and mainstream resources and services available in the respective community. PC Program clients must be advised that they are eligible for ORR State-administered Social Services for up to 5 years.
6. Contact information of a representative of the implementing partner as a reference point for subsequent service provider/s.

POST-AWARD REQUIREMENTS

Participation in PC Program-Related Events

ORR will convene and/or facilitate annual and quarterly meetings that grantees are required to attend. These meetings are usually announced in advance. Additionally, there may be periodic workshops, peer learning circles, and other training and consultation events, in which grantees and their implementing partners are required to participate. The majority of these events will be held via teleconference; however, at the start of each program year, grantees are required to attend and budget for one in-person meeting in the Washington, D.C., area.

Program Performance Monitoring and Evaluation

Grantees are required to monitor implementing partner sites and to issue a report of monitoring visits. Grantees will document all instructions for corrective actions as well as the follow-up on those corrective actions. Monitoring reports are to be summarized and included in the semi-annual program progress reports provided to ORR to the extent authorized by OMB.

ORR will seek approval from OMB for information collection under the Paperwork Reduction Act (PRA) on the PC Program Data Indicators for post-award reporting. Data points will include, but not be limited to:

1. Number of refugees enrolled in PC intensive case management services.

2. Number of programming components, e.g., medical case management or English Language Training (ELT) programming.
3. Number of clients enrolled in each program component.
4. Number of clients in each vulnerable group, e.g., women-at-risk, unanticipated arrivals, and LGBT individuals.
5. Percentage of caseload reaching self-sufficiency within 180 days of enrollment.
6. Percentage of caseload reaching self-sufficiency within 365 days of enrollment.
7. Total number of hours and type of training and technical assistance provided to implementing sites throughout the national network.
8. Number of transferred cases (both in and out).
9. Summary of findings from PC Program monitoring visits.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will be seeking approval of its PC Program Data Indicators through the OMB Office of Information and Regulatory Affairs (OIRA). ORR will not request this information if these data indicators are not approved at the time that reports are due. Please see *Section VI.3 Reporting* for more information regarding this activity.

Funding Restrictions

Services provided with these discretionary funds may not supplant or duplicate intensive case management services available through existing federal, state, or local programs. Specifically, services under the PC Program are intended to complement programs such as R&P, Wilson/Fish, and Matching Grant Programs to ensure a comprehensive package of case management services available to especially vulnerable refugees and to enhance the capacity of PC Programs. As such, case management expenses charged to other programs are not allowable under the PC Program. For more information on the funding restrictions specific to this FOA, please see *Section IV.6. Funding Restrictions*.

II. Federal Award Information	

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$15,510,907
Expected Number of Awards:	9
Award Ceiling:	$3,500,000 Per Budget Period
Award Floor:	$900,000 Per Budget Period
Average Projected Award Amount:	$1,723,434 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

Length of Project Period:	60-month project with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Following approval of their PC applications for the first project year, successful applicants (grantees) are required to apply for the continuation of ORR funding at the start of each year of the remaining project period. Continued funding will be subject to the availability of federal funds, satisfactory progress of grantees as measured against outcomes to date, the need for clients' continued access to intensive management services provided under the project, and grantees' timely submission of required programmatic and financial reports, as well as any other information required by ORR to the extent authorized by OMB.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Following is a description of ORR's Anticipated Substantial Involvement under the Cooperative Agreement:

- To provide approval for PC project sites proposed by grantees following consultation with DOS and the PC Programs on especially vulnerable refugee populations.
- To provide annual funding for implementation of the approved grantees' activities as described in their respective applications, subject to the availability of federal funds.
- To consider, as necessary, enrollment exception requests and interventions to address gaps in services to vulnerable refugees as proposed by grantees.
- To closely monitor the implementation, compliance, and results of services provided to refugees under the cooperative agreement. Such monitoring may include site visits, follow-up calls in reference to submission of reports, and requests for access to information associated with the implementation of the PC Program, to the extent authorized by OMB.
- To review and respond to all requests from grantees in a timely manner.
- To keep grantees informed of policy developments as they affect the implementation of

the approved PC projects.
- To convene quarterly and periodic meetings regarding the PC Program, including one annual in-person conference at the start of each program year.

III. Eligibility Information

III.1. Eligible Applicants

This FOA is open to public and private non-profit organizations.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http: //www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial**

Reports.

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not
eligible and will be disqualified from competitive review and from funding under this
announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period
or per project period as stated in *Section II. Federal Award Information,* will be disqualified
from competitive review and from funding under this announcement. This disqualification
applies only to the *Award Ceiling* listed for first 12-month budget period for projects with
multiple budget periods. If the project and budget period are the same, the disqualification
applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications
received from applicants that have not been approved for an exemption from required
electronic submission will be disqualified from competitive review and from funding
under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload
large documents to the Internet may contact ACF for an exemption that will allow the
applicant to submit applications in paper format. Information and the requirements for
requesting an exemption from required electronic application submission are found in
"Request an Exemption from Electronic Application Submission" in *Section IV.2. Content
and Form of Application Submission.*

Missing the Application Deadlines (Late Applications)
**The deadline for electronic application submission is 11:59 p.m., ET, on the due date
listed in the *Overview and* in *Section IV.4. Submission Dates and Times.*** Electronic
applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated
by a dated and time-stamped email from www.Grants.gov, will be disqualified from
competitive review and from funding under this announcement. That is, applications
submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will
be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period,
and prior to the due date and time, which fail the www.Grants.gov validation check, will not
be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a
new date and time-stamp email notification. Only those applications with on-time date and

time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Tabassum Siraj
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Services
330 C Street, SW
Washington, DC 20201
Phone: (202) 401-4689
Email: tabassum.siraj@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at
http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service
(FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
**In FY 2013 ACF implemented a new application upload requirement. Each
applicant applying electronically via www.Grants.gov is required to upload only
two electronic files, excluding Standard Forms and OMB-approved forms. No more
than two files will be accepted for the review, and additional files will be removed.
Standard Forms and OMB-approved forms will not be considered additional files.**

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with
authority to act on the organization's behalf in matters related to the award and
administration of grants. In signing a grant application, this individual agrees that the
organization will assume the obligations imposed by applicable Federal statutes and
regulations and other terms and conditions of the award, including any assurances, if a
grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR
will create a short profile and obtain a username and password from the Grants.gov
Credential Provider. AORs will only be authorized for the DUNS number registered in
the System for Awards Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also
be identified. The point of contact, known as the Project Director or Principal
Investigator, should not be identical to the person identified as the AOR. The point of
contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application
requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes,
which may be TNR 10-point font.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS

AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two

copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:
With the exception of SFs and OMB-approved forms, the PC application submission in its entirety (Project Description and Appendices files) is limited to **100** pages.

The Project Description (Narrative File) must contain the following items:

- Table of Contents;
- Project Summary/Abstract
- Objectives and Need for Assistance Approach;
- Outcomes Expected;
- Program Performance Monitoring and Evaluation Plan;
- Organizational Profile and Capacity demonstrating a service provision plan that is national in scope; and
- Project Line-Item Budget and Justification.

The Appendices must include the following:

- Evidence of an existing Cooperative Agreement with DOS and/ or DHS to provide placement and initial services to refugees on a national scope (not to exceed 1 page).
- Logic Model and/ Project Timeline and Milestones;
- PC site plan which is national in scope, as noted in *Section I. Allowable Activities, Assessing and Selecting Locations.*

- Plan for Protection of Sensitive and/or Confidential Information;
- Letters of Support from State Refugee Coordinators and other relevant stakeholders showing consultation and collaboration;
- Third-Party Agreements; and
- Any additional information that the applicant deems relevant to the application (e.g., resumes, job descriptions, training materials, etc.).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to

Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Find Answers Online." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications
Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building,	Mandatory Disclosures, 45 CFR 75.113

	Corridor 3200, Washington, DC 20201 **And** U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained	A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

	throughout the application and project award period. SAM registration is available at http://www.sam.gov.	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in

		accordance with its instructions.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description.   Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Identify the SMART outcomes to be derived from the project showing how they relate to each of the overall goals of the project as described in *Section I. Preferred Communities (PC) Program Overview, Goals, Objectives, and Scope of the PC Program*. List the direct and indirect benefits ensuing from the project activities to all stakeholders, including the refugee clients and PC service providers. Provide targeted outcomes for Year One of the project period relating to the PC Program Data Indicators as stated in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation*.

Expected outcomes must be SMART and in alignment with the proposed Approach, Logic Model, and Evaluation Plan.

For example:

- *Objective:* Enhance capacity of PC implementing sites to provide specialized supporting services to refugees with intensive case management needs, such as survivors of DV.
- *Outcome:* Staff at 10 identified PC sites will demonstrate increased knowledge about screening clients for DV at intake sessions.
- *Output/milestone:* PC staff at 5 sites will complete training in conducting DV screenings in the first quarter.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Using a narrative description and a logic model and other relevant documents, show how the proposed approach addresses and satisfies all PC Program Requirements and all four PC Objectives listed in *Section I. Preferred Communities (PC) Program Overview, Goals, Objectives, and Scope of the PC Program.*

Describe the evidence–based program activities that are appropriate for achieving each of the designated PC Objectives, and show how those activities are in accord with allowable activities under PC Objectives, as described in *Section I. Preferred Communities (PC) Program Overview, Goals, Objectives, and Scope of the PC Program.* State how the proposed services conform to national standards as outlined in CLAS, cited in *Section I. PC Requirements, Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS).*

Provide a PC site plan that is national in scope and specifies proposed implementation sites for the first project year .

Include a short description of each proposed site, including the number of refugees projected to be served, and the types of vulnerability the PC implementing site intends to address (no more than 3 pages per site).

Describe the population/s with special needs that require more intensive case management at that site. Provide a description of the project strategy and plan, and show how each site is appropriate for effective refugee placement and integration.

Describe consultation and collaboration efforts with the respective State Refugee Coordinators, other PC Programs, local resettlement agencies, and other relevant stakeholders in planning and coordination of services at the preferred site(s). Show how such efforts will continue throughout the implementation of the project.

Describe policies and procedures governing staff and volunteer activities, especially as they

relate to the provision of direct service or assistance to clients.

Describe each site's capacity for providing resettlement/ R&P services for vulnerable refugees.

Include evidence of a cooperative agreement with DOS and/or DHS to provide R&P services (no more than 1 page) and describe how PC Program services will enhance the capacity of the applicant to place vulnerable refugees in areas where they are most likely to achieve self-sufficiency.

Describe policies and procedures to distinguish PC case management services from those funded under the site's R&P and other federal programs.

Describe the agency's process for identifying gaps in services for vulnerable refugees and for proposing to address those gaps.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Provide targeted outcomes for Year One of the project period relating to the PC Program Data Indicators as stated in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation.*

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:
- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);

- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

<div style="background-color:#d9d9d9">The Project Budget and Budget Justification</div>

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Include all details related to travel justification and costs for key PC staff to attend the annual ORR-convened, in-person consultation at the start of each program year, as mentioned in *Section I. Post-Award Requirements, Participation in PC Program-Related Events.*

Be sure to state costs (with detailed explanations) for monitoring, training and technical assistance, as cited in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation.*

If proposing PC services at a Wilson/Fish site, be sure to provide details on how the agency will ensure that PC case management costs and expenses will be distinguished from those costs incurred in the implementation of Wilson/Fish activities. Describe the financial systems in place to ensure that PC-funded activities and services are distinct from other case management services.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the

simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

    1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

    2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be

charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation

criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov
After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via

email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission
ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,

- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications
Due Date for Applications: **08/01/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive

review and from funding under this announcement.

Applicants are required to submit their applications electronically via
www.Grants.gov unless they received an exemption through the process described in
Section IV.2. Request an Exemption from Required Electronic Application Submission.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application
period prior to the due date and time that fail the Grants.gov validation check will not be
received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date.
Mailed paper applications received after the due date and deadline time will be
considered late and will be disqualified from competitive review and from funding under
this announcement.

Paper format application submissions will be disqualified if the applicant organization
has not received an exemption through the process described in *Section IV.2. Request an
Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by
overnight/express mail couriers, or other representatives of the applicant must be
received on, or before, the due date listed in the *Overview* and in this section. These
applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET,
Monday through Friday (excluding federal holidays). Applications should be delivered to
the address provided in *Section IV.7.Other Submission Requirements.*

Hand-delivered paper applications received after the due date and deadline time will be
considered late and will be disqualified from competitive review and from funding under
this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant
organization has not received an exemption through the process described in *Section
IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following
circumstances:**

  • Applications submitted electronically via www.Grants.gov are considered late
    when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the

due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372
http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Services provided under the PC Program may not supplant or duplicate intensive case management services available through existing federal, state, or local programs such as R&P, Wilson/Fish, and Matching Grant Programs. Services and charges permitted under these other programs must not be charged to the PC Program. For more information, refer to *Section I. Post-Award Requirements, Funding Restrictions.*

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail
William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
330 C Street, SW
Washington, DC 20201

Hand Delivery
William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
330 C Street, SW
Washington, DC 20201

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites

be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE	Maximum Points:20

The applicant presents a clear and concise statement of its project objectives in the narrative and the accompanying logic model and/or timelines. These objectives are clearly aligned with those outlined in *Section I. Preferred Communities (PC) Overview, Goals, Objectives, and Scope of the PC Program* and are appropriate, feasible, and well-developed in light of the populations the applicant proposes to serve. (0-5 points)

Appropriate indicators of the need for assistance are included. (0-5 points)

The applicant provides a number of credible, reasonable, and individualized letters of support from all stakeholders, confirming the need for the project. The proposal incorporates concrete local demographic details to document the suitability of each project site for facilitating the self-sufficiency of refugees with special needs. (0-5 points)

The applicant demonstrates an understanding of appropriate, evidence-based PC Program activities and the staffing capacity necessary in assisting a community to prepare for new refugee populations with special needs. The estimated number of refugees to be served across the applicant's national network of PC implementing partners is specified and reasonable in light of the applicant's national resettlement capacity, and accurately reflects the types of especially vulnerable refugee populations in need of intensive case management. The allocation reflects areas or populations where other alternative case management resources are either unavailable or non-duplicative of existing case management services, such as those provided in other ORR programs including the Wilson/Fish and Matching Grant Programs, which focus primarily on economic self-sufficiency. (0-5 points)

APPROACH	Maximum Points:30

The application contains a clear and feasible action plan that is national in scope and describes specific activities set to accomplish the SMART objectives of the proposed project. All functions and activities described relate to the proposed objectives designated in the Objectives and Need for Assistance section. The applicant describes how the proposed PC activities will enhance the agency's national capacity to place vulnerable refugees in sites where they are mostly likely to achieve self-sufficiency, and to provide

intensive case management. All identified activities accord with allowable activities listed under PC Program Objectives. The logic model is well-defined, reasonable, concise, and demonstrates the conceptual framework of the project, including strong links to the PC Program Objectives outlined in *Section I. Preferred Communities (PC) Overview, Goals, Objectives, and Scope of the PC Program,* and strongly links objectives, activities, inputs, outputs, and intended short-term and long-term outcomes. The action plan is complete and thorough and includes all action steps or changes to be sought in all relevant parts of the target population, with relevant details of feasible task assignments. (0-8 points)

The applicant demonstrates that identified activities are informed by a comprehensive understanding of and conform to the national CLAS Standards. The evidence-based program activities, services, and materials will be developed and provided in a manner that is linguistically and culturally appropriate to the refugee population being served. The estimated number of refugees to be served across the applicant's network of implementing partners is specified and reasonable in light of the applicant's national resettlement capacity and the types of special refugee populations that it intends to serve. (0-3 points)

The applicant provides a clear and comprehensive project strategy and plan that is national in scope, including a description of each proposed PC site and an assessment of its viability in terms of effective refugee placement and integration. (0-8 points)

The applicant describes its current ability, on a national scale, to provide R&P services through cooperative agreements with DOS and/DHS. The applicant documents through letters of support and other appropriate information its consultation, coordination, and collaboration with concerned state and local stakeholders, such as the State Refugee Coordinators (SRC), local service providers, and other PC Programs whose implementing partners serve refugees in the same locations. The applicant shows that it has consulted with the respective SRC in planning both the application and the implementation of the PC project at each site. (0-3 points)

The applicant includes details of policies and procedures governing staff and volunteer activity, especially in terms in providing direct service or assistance to clients. (0-3 points)

The applicant provides a clear plan to provide ongoing training, technical assistance, and support to implementing partners and their designated PC staff. The applicant includes effective strategies for developing the capacity of implementing partners and for enhancing their ability to provide specialized intensive case management services to vulnerable refugee groups, such as single-headed refugee families and clients with mental health needs. Monitoring and information collection activities are adequately planned, feasible, and timely. (0-3 points)

The applicant demonstrates the ability to identify gaps in services for vulnerable refugees and to propose viable responses. (0-2 points)

OUTCOMES EXPECTED	Maximum Points:10

The application clearly identifies relevant and appropriate outcomes that demonstrate their alignment directly with the overall scope and size of the proposed project. These outcomes match those outlined in *Section I. Preferred Communities (PC) Overview, Goals, Objectives and Scope of the PC Program*. (0-5 points)

Each expected outcome, including refugee self-sufficiency and PC providers' enhanced organizational capacity to provide specialized services, is "SMART" as stated in *Section IV.2. The Project Description, Expected Outcomes,* and shows how the impact of the funds will be measured on key indicators associated with the purpose of the project. (0-5 points)

PROGRAM PERFORMANCE EVALUATION	Maximum Points:10

The applicant presents a complete and clear account of its organizational processes and national staff capacity to ensure timely oversight of PC implementing partners and to track and report national self-sufficiency outcomes to ORR as well as validating data for use in program management, monitoring, and evaluation as stated in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation* . (0-5 points)

The Program Performance Monitoring and Evaluation Plan is efficient and effective in properly documenting and reporting the outcomes expected and milestones. The applicant clearly describes the process by which the agency plans to collect the PC Program Data Indicators provided in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation*. Descriptions of the data collection tools to be used and of the data management system are thorough and adequately aligned with the services to be delivered, while ensuring the confidentiality of all client-specific sensitive information. (0-5 points)

ORGANIZATIONAL PROFILE	Maximum Points:20

The application includes a detailed and comprehensive organizational chart that demonstrates the agency's ability to effectively implement and manage the programmatic and financial aspects of the project on a national level. The applicant includes a detailed description of the administrative and management features of the project, including a national plan for fiscal and programmatic management of each program activity, with proposed start-up times, ongoing time-lines, major milestones or benchmarks, a component/project organization chart, management of implementing partners, monitoring and evaluation activities, and a staffing chart of its national and local PC network. (0-7 points)

Staff members have professional expertise in the program areas of this FOA, with the capacity for culturally and linguistically competent service delivery. Key national staff members are qualified to manage the PC Program and to fulfill the monitoring and technical assistance requirements of the program. (0-4 points)

The applicant demonstrates a strong awareness of the activities and characteristics of implementing sites. Implementing site descriptions are adequate and reflect a qualified,

well-designed, and coordinated national PC Program that builds local capacity to serve special needs populations. (0-4 points)

The applicant provides sufficient evidence that personnel at each PC implementing site, including staff, volunteers, partners, and/or subcontractors, possess the organizational capability to fulfill their roles and functions appropriately, as directly related to the program objectives specified by the application. Where certain staff has not yet been identified, the qualifications of the individuals to be hired are specific and relevant to the PC Program areas being implemented. (0-3 points)

The applicant includes third-party agreements as appropriate. (0-2 points)

BUDGET AND BUDGET JUSTIFICATION	Maximum Points:10

The applicant includes a detailed budget and a budget justification for the first year of the grant. The budget is clear, logical, accurate, and incorporates reasonable personnel, travel, and supply costs. (0-2 points)

The applicant includes a breakdown of the line item on contractual costs, showing that sub-costs for each implementing partner site are cost-effective and reasonable. (0-2 points)

The budget narrative is clearly outlined and aligned with the project proposal and includes a detailed narrative justification for the amount requested that clearly states how the applicant derived categorical costs and how each itemized expense will be used. The narrative justification clearly demonstrates that the costs are reasonable, justified, and critical to achieve the program objectives of the grantee network and those of the PC Program overall. (0-2 points)

The applicant demonstrates how it will ensure that costs to the PC Program remain distinct from those charged to other federal programs. (0-2 points)

The applicant describes uniform and documented procedures for disbursing and tracking funds throughout the affiliate network and at implementing partner sites, and demonstrates compliance with all funding restrictions, as referenced in *Section IV.6. Funding Restrictions.* (0-2 points)

BONUS POINTS	Maximum Points:15

The applicant provides evidence (not exceeding 1 page) of an existing cooperative agreement with DOS and/or DHS to provide R&P services on a national scale. (15 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification

factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all

other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:
http://www.acf.hhs.gov/administrative-and-national-policy-requirements.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at
http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this

announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Tabassum Siraj
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Services
330 C Street, SW
Washington, DC 20201
Phone: (202) 401-4689
Email: tabassum.siraj@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr/

Office of Grants Management Contact
William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-4717
Email: William.Kim@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay
Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www.grants.gov/web/grants/accessibility-compliance.html

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

The *Federal Register* https://www.federalregister.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	Also available at http://www.grants.gov/web/ grants/ forms .html by using the link to "SF-424 Family."	
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in

		Section IV.4. Submission Dates and Times.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb /grants_spoc/ as indicated in *Section IV.5. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4.* If not available at the time of application submission, due by the time of award.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates*

		and Times.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Documentation of Applicant's Existing Cooperative Agreement with DOS and/ DHS for Provision of R&P Services	Stated in *Section IV.2 Appendices.*	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times sections of the FOA.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants .gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package or prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in *Section IV.2. Required Forms, Assurances and Certifications*.	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

Logic Model	Referenced in *Section IV.2. The Project Description*.	Submission is due with the application package by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at [http://www .grants.gov/web/ grants/ forms .html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	Also available at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are *required* for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.